

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



December 12, 2002

Reply to Attn of:

QS50 (02-99)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Meeting

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Tuesday, November 26, 2002, in Building 4200, Conference Room P110. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

Opening Remarks (Nance Jo Ogozalek)

Nance Jo expressed appreciation to all for attending.

Safety Moment (Dennis Davis)

Dennis showed a video clip of a new innovative table saw. It features a blade that retracts within five milliseconds if it senses a human body part. He reported that over 3000 people lose a finger each year while operating a table saw. Dennis noted that guards should also be kept on table saws as well as other machinery.

Previous Meeting Minutes (Nance Jo Ogozalek)

Nance Jo asked the committee if they had any corrections or comments to previous minutes. No comments were voiced.

Safety Goal (Dave Spacek)

Dave noted that MSFC's current safety goal, "*Establish Marshall Space Flight Center as Number One in Safety Within NASA*," violates the one NASA concept. He presented several alternate suggestions for a new MSFC safety goal, and asked the Committee for additional recommendations. After a discussion, the Committee agreed that, "*Help Establish NASA as a World Leader in Safety*," would better fit into the one NASA plan. Dave noted that he would communicate the recommendation to the Director of the Safety and Mission Assurance Department for final approval. A listing of alternate suggestions is attached as Enclosure 2.

Mission Success Starts with Safety

Tours on Test Stands Proposal (Gaines Watts)

Gaines presented proposed restrictions to help assure the safety of test area visitors. After discussion, the Committee agreed that test area access to visitors should be restricted to prevent injury, and requested that operations at the test area continue in accordance to the proposal until a permanent policy is in place. The proposal is attached as Enclosure 3.

ACTION SHE-02-023: Investigate the need for and develop, as required, Centerwide guidelines for visitor access to hazardous areas. (Cathy Miller/AD62; Due 3/30/03)

Special Reports

Back Injury Lost Time Mishap (Steve Chrisman/Cortez III)

Steve reported that a cafeteria worker in Building 4203 strained his lower back while lifting a box of supplies. The injury resulted in one day of lost time with three restricted days. A Centerwide bulletin was posted illustrating exercises that focused on strengthening the back.

Seatbelt Safety-Day Proposal (Joseph Hobson/MSAT)

Joseph reported that the Marshall Safety and Health Action Team (MSAT) are planning to designate December 13, 2002, as "*Buckle Up Awareness Day*" at MSFC. Literature and other freebies will be distributed at various locations throughout the day. The purpose of this initiative is to heighten the awareness of seatbelt usage prior to the holiday season. The chart presentation is attached as Enclosure 4.

SHE Organization Reports

Occupational Health Report (David Thaxton/AD60)

David discussed the Medical Center's occupational illness/injury data report for November 2002. He noted that as a service to help employees stay healthy, over 2400 flu shots were given to Center employees this year. A limited supply of flu shots is still available at the Medical Center. The chart presentation is attached as Enclosure 5.

Industrial Safety Report (Dennis Davis/QS50)

Dennis reviewed the MSFC safety data charts. He reported that two lost time mishaps have been reported since the start of the new fiscal year. He noted that a back injury awareness campaign is being planned for February 2003. The chart presentation is attached as Enclosure 6.

2002 SHE Program Self-Assessment (Dennis Davis/QS50)

Dennis reported that it was time to start the annual SHE Program self-assessment. The SHE Program checklists will be available via the Supervisors Safety Web Page (SSWP) starting the first week of December and should be completed by the end of the month. The Inventory of Hazardous Operations (IHOPS) checklists will be rolled out in January through a similar process.

Open Actions (Dennis Davis/QS50)

Dennis reviewed the open actions. The chart presentation is attached as Enclosure 7.

New Business (Nance Jo Ogozalek)

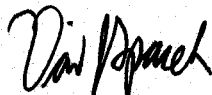
David Thaxton/AD60 reported that the Health and Fitness Expo is currently planned for April 16, 2003.

The Committee agreed to cancel the SHE Committee meetings for December due to personnel taking personal leave during the holidays.

Proposed SHE Agenda to Marshall Team Meeting (Nance Jo Ogozalek)

- Back Injury Mishap
- Seatbelt Awareness Day
- Industrial Safety Metrics/2002 SHE Program Self-Assessment
- Occupational Health Report
- SHE Committee Report

The next SHE Committee Meeting is scheduled for Wednesday, January 8, 2003, at 2:00 p.m. in Building 4200/P110.



David J. Spacek
Manager
Industrial Safety Department

7 Enclosures

Distribution:
SHE Committee Members

cc:
CD20/P. Schultz
CSC/P. Robbins
DE01/A. Roth
QS40/R. Mize
QS50/D. Davis/J. Milburn
UP10/K. Cornett

SH&E COMMITTEE AGENDA
Building 4200, Conference Room P110
2:00 pm, Tuesday, November 26, 2002

Open Meeting (Nance Jo Ogozalek/ED33/Chairperson)

Safety Moment (Dennis Davis/QS50)

Previous Meeting Minutes (Nance Jo Ogozalek)

New Topics:

- ✓ **Safety Goal**
- ✓ **Tours on Test Stands Proposal**

Special Report(s)

- **Back Injury Lost Time Mishap 4203 Cafeteria (Steve Chrisman/Cortez III)**
- **Building Lockdown and New Test Area Gate (Bradley Waits/AD50)**
- **Seatbelt Safety-Day Proposal (Joseph Hobson/MSAT)**

SHE Organization Reports

- **Occupational Health Report (David Thaxton/AD60)**
- **Environmental Report (Allen Elliot/AD10)**
- **Industrial Safety Report (Dennis Davis/QS50)**
 - **2002 SHE Program Self-Assessment**

Open Actions (Dennis Davis/QS50)

Organization Reports: [as time allows]

- **MSAT**
- **Communications**
- **Training**
- **CSF**
- **Others as needed**

New Business - Open Floor (Nance Jo Ogozalek)

Review New Open Actions (Recorder)

Plan Report to Marshall Team Meeting (Nance Jo Ogozalek)

Current Goal:

“Establish Marshall Space Flight Center as number one in safety within NASA”

Does this Goal conflict with the “One NASA” agenda?

Alternate Suggestions:

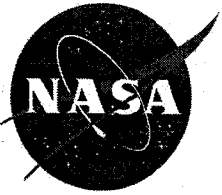
#1 – “Help Establish NASA as a World Leader in Safety”

2 – “Establish MSFC as a Pillar of Safety in our Community”

3- “Launch Safety into the 21st Century”

4 – “Safety is our Business”

5 – “Safety, First Step to Launch”

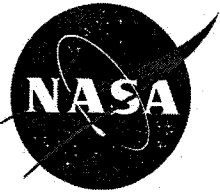


**MARSHALL SPACE FLIGHT CENTER
SPACE TRANSPORTATION DIRECTORATE
Test & Evaluation Department**



**CONTROL OF TEST STAND ACCESS
ABOVE GROUND LEVEL AT MSFC**

**TD70
November 26 , 2002**



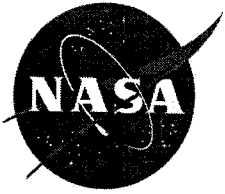
**MARSHALL SPACE FLIGHT CENTER
SPACE TRANSPORTATION DIRECTORATE
Test & Evaluation Department**



***SPECIFIC TEST STAND HAZARDS
ABOVE GROUND LEVEL***

***(in addition to usual hazards such as cryogenics &
high pressure)***

***EXTREME HEIGHTS
HANDRAILS NOT CHILDPROOF (not enough bars)
FLOOR GRATING
REMOVABLE HANDRAILS (for loading)
DIFFICULTY IN EVACUATING INJURED PERSONS
OBJECTS ACCIDENTALLY DROPPED BY VISITORS***



**MARSHALL SPACE FLIGHT CENTER
SPACE TRANSPORTATION DIRECTORATE
Test & Evaluation Department**

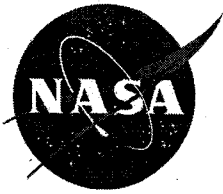


BOTTOM LINE

**ACCESS ABOVE GROUND LEVEL AT MOST
MSFC OUDDOOR TEST STANDS SHOULD BE
LIMITED**

GREY AREAS

**WHO SHOULD BE DENIED ACCESS & WHICH
MSFC TEST STANDS ARE INVOLVED?**

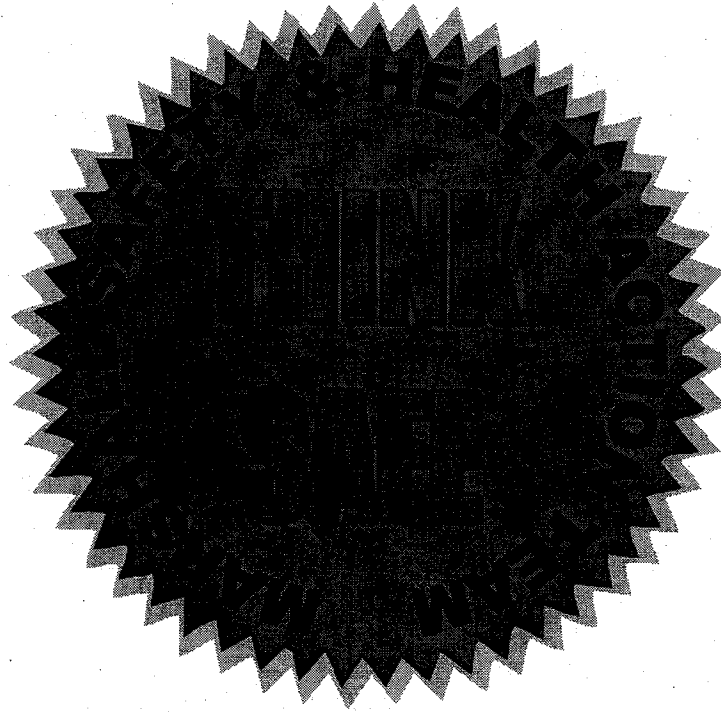


**MARSHALL SPACE FLIGHT CENTER
SPACE TRANSPORTATION DIRECTORATE
Test & Evaluation Department**



TD70 SUGGESTED PROCEDURES

- I. Grant test stand access above ground level for the following visitors:***
 - a. Persons performing official business at a given test stand (Potential customers, maintenance personnel, vendors, etc.)***
 - b. Members of Special Groups recognized by MSFC (Congressional Reps, Teacher of the Year, etc.) who are participating in fully coordinated MSFC Special Event. Access above ground decided on case-by-case basis.***
 - c. Federal employees (NASA, Army, etc.) under escort of TD70 Visit Coordinator.***
- II. Prohibit access above ground for all persons less than 18 years old.***
- III. Give test stand safety briefing to all first-time visitors.***



MSAT
Seat Belt Awareness Initiative
2002

Coordinated & Presented by:
Joseph Hobson

Buckle Up Awareness Day at MSFC with Center wide participation--December 13, 2002.

Key personnel, SHE and MSAT volunteers are asked to help promote this initiative by:

- 1. Wearing a special designed safety vest**
- 2. Pass out literature, a buckle-up key chain and other freebies at key entrances and exits of at least ten buildings for about a half hour between 3:30 pm to 4:30 pm on December 13, 2002**

Park wreck vehicles on MSFC property (security designated) with posted signs reminding employees to buckle up for Safety.

Request that the Center Director come over the PA speakers on Buckle-Up Awareness Day and remind employees that it is Buckle-Up Awareness Day and to remember to Buckle-Up for Safety.

Buckle



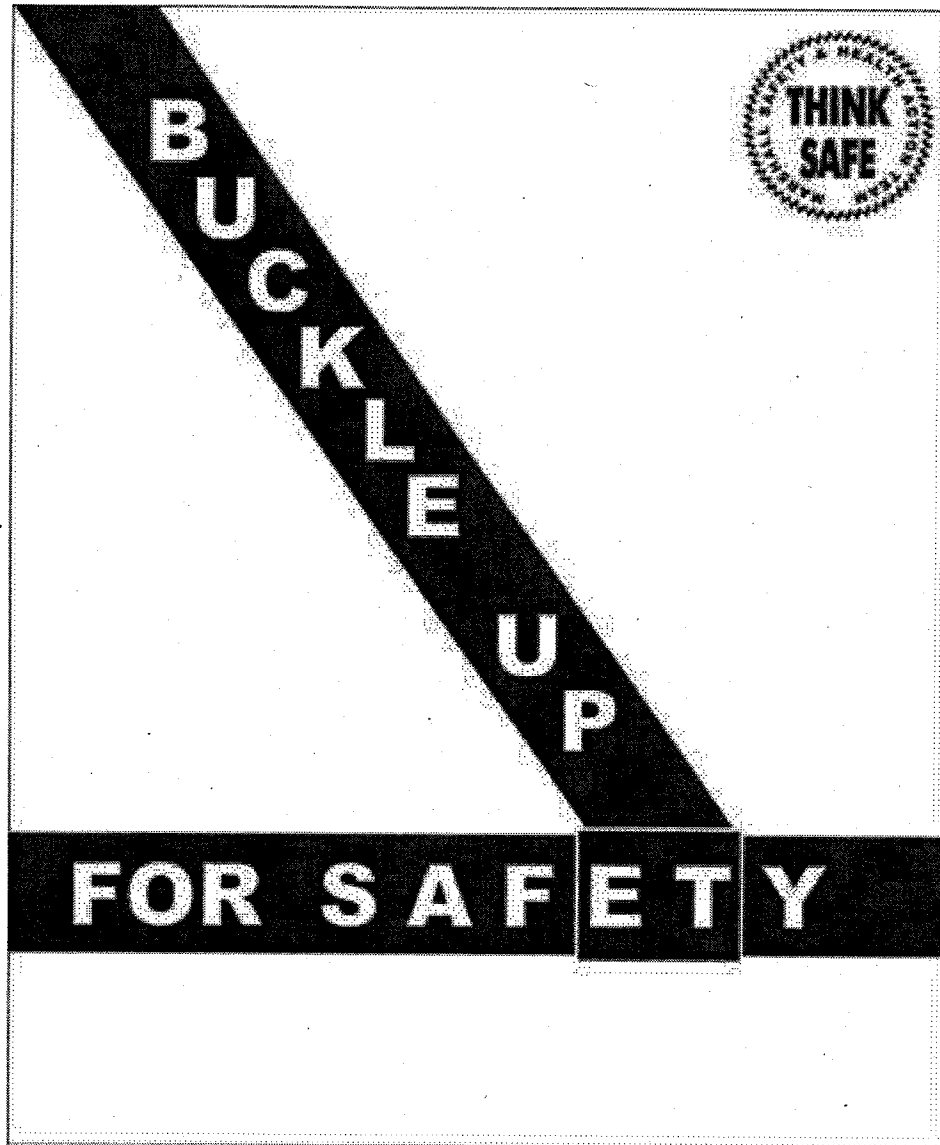
Up Day

BUCKLE UP

Friday,
December 13, 2002

FOR SAFETY

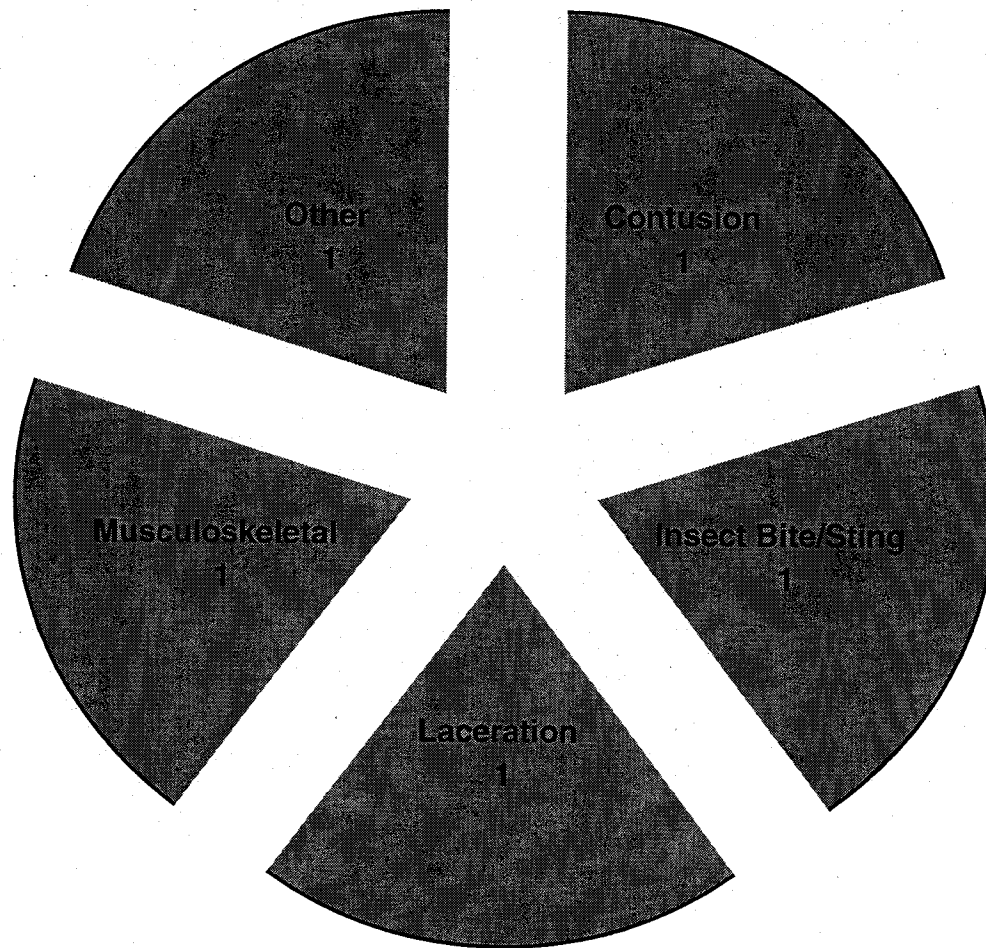
*The life you save
may be your own.*



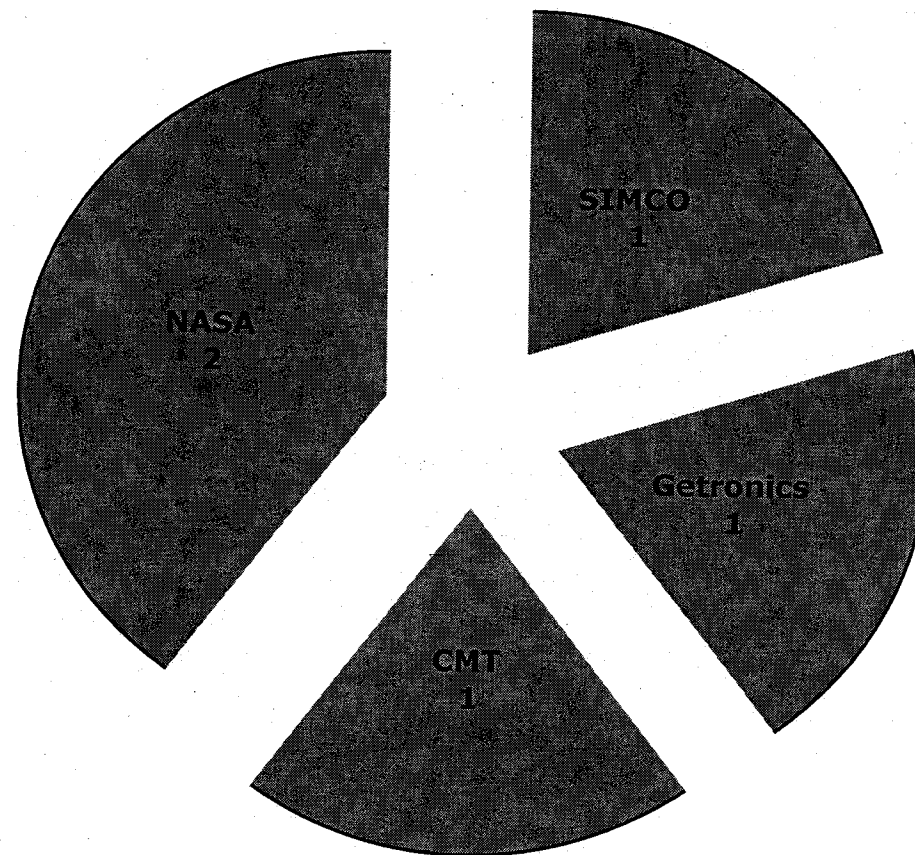
OMEHS Report

**SH&E Committee Meeting
November 26, 2002**

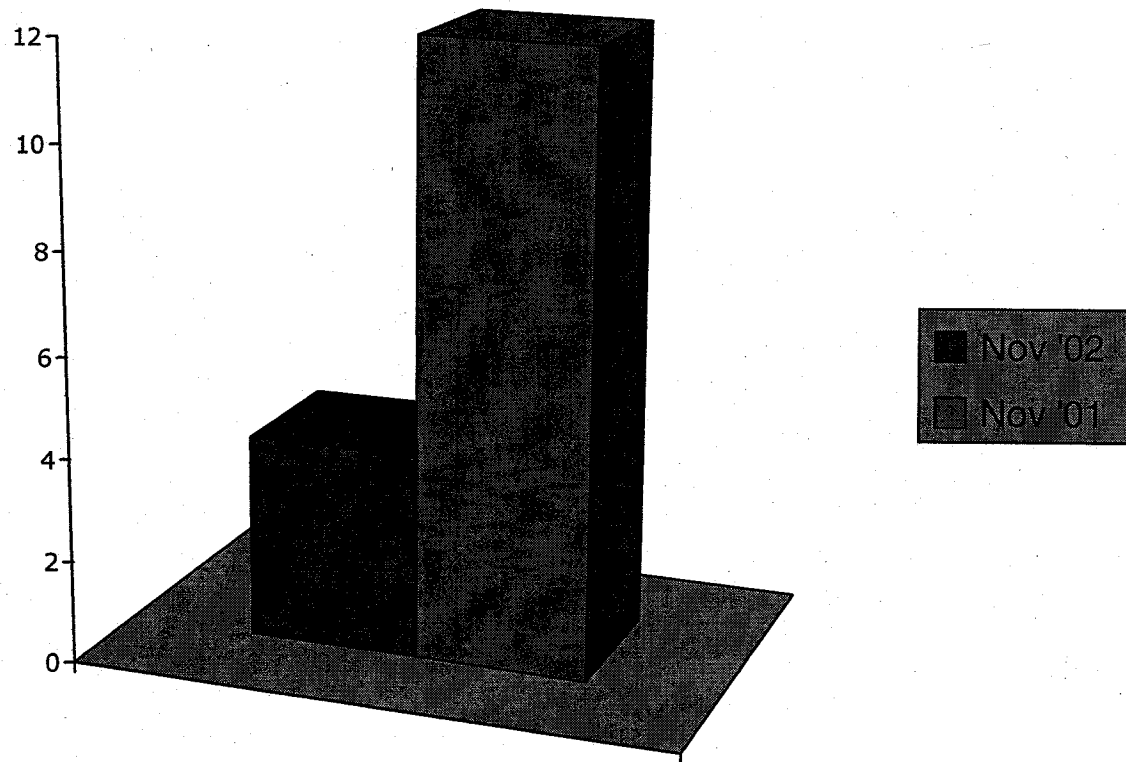
Injuries and Illnesses November '02



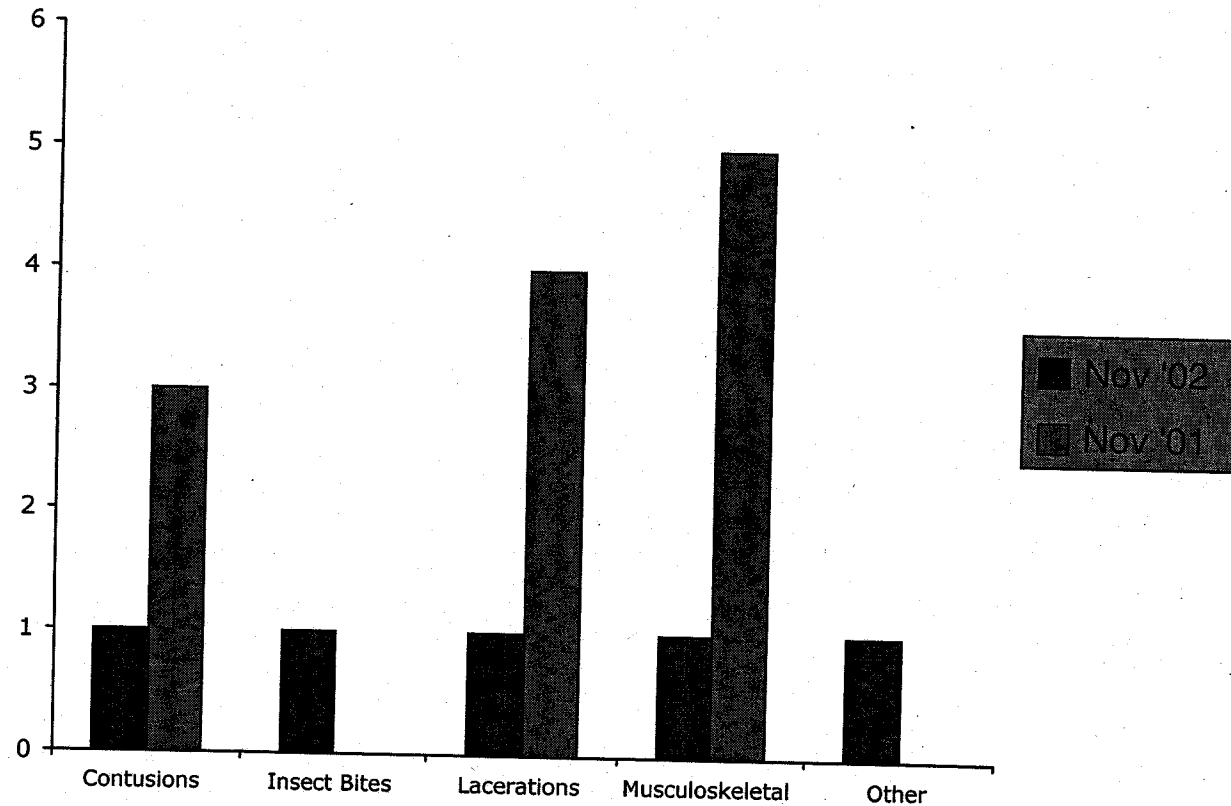
Injuries/Illnesses Organization



Annual Comparisons Injuries/Illnesses



Annual Comparisons Injuries/Illnesses Category



Environmental Health Report FY02

Building Surveys	222
IH Surveys	1260
Respiratory Protection Activities	5985
Trained (NASA/Contractors)	2767
Health Physics Activities	669
Asbestos Activities	1269
Ergonomic Surveys	276

*****Top 2 Discrepancies--Container Labeling & Housekeeping***

Environmental Health Report

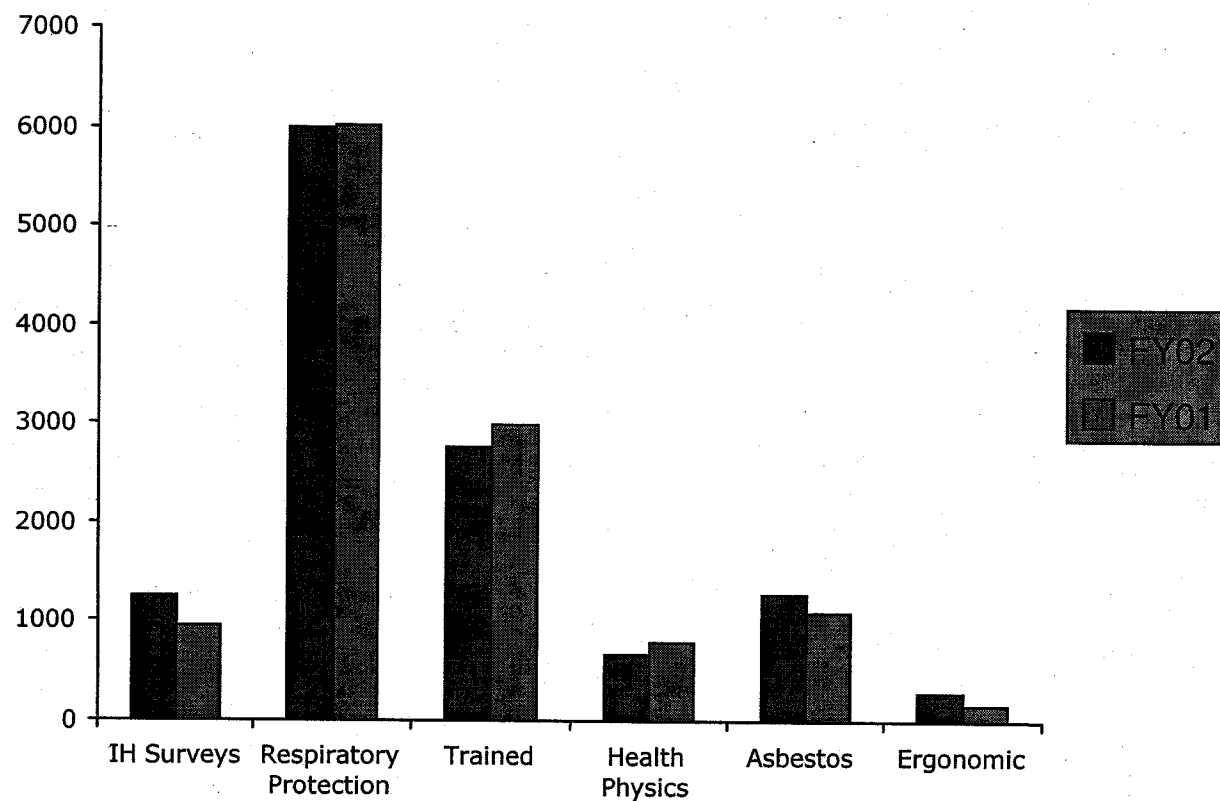


Chart 7



MSFC Safety Data for FY03

(Current as of November 26, 2002)

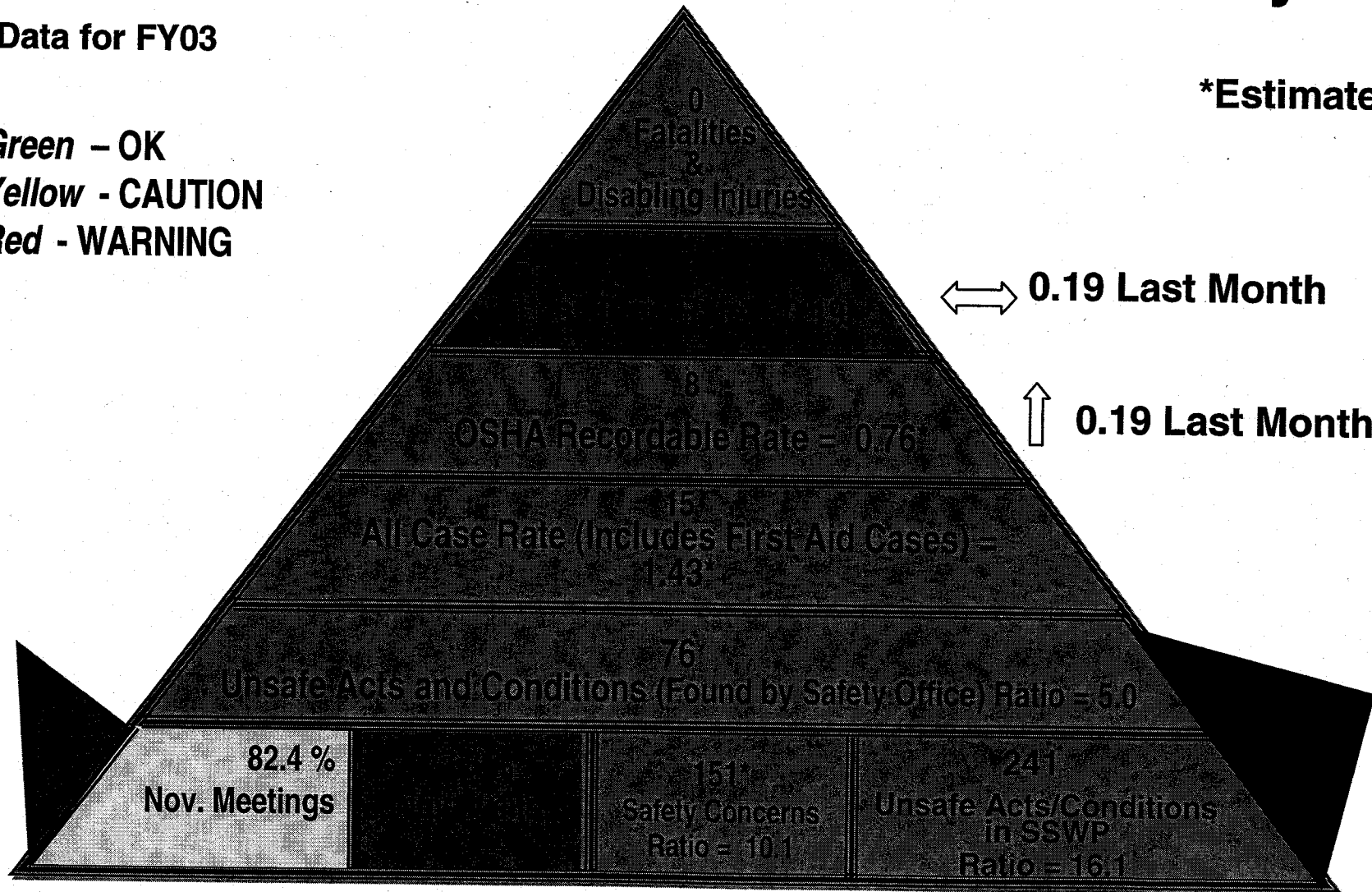
- 
- **Personnel Safety Pyramid**
 - **Leading Indicators**
 - **November Safety Meetings/Visits**
 - **Trailing Indicators**
 - **FY03 Lost-Time Mishaps**
- 

MSFC Team Metric - Personnel Safety

Data for FY03

Green - OK
Yellow - CAUTION
Red - WARNING

***Estimated**





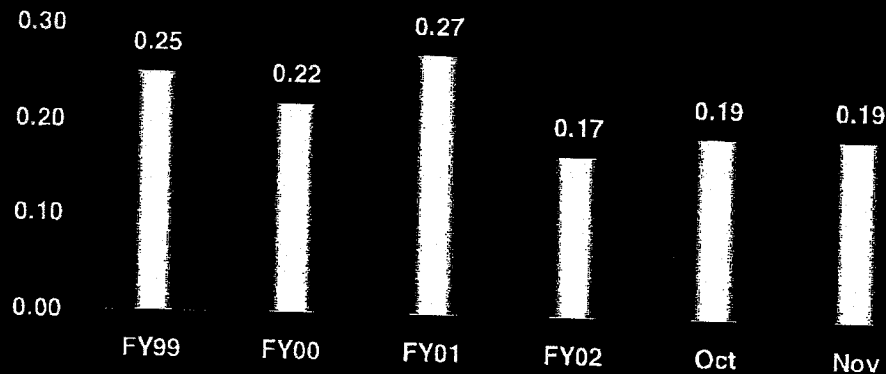
Corrective Actions for Red/Yellow Pyramid Metrics

- **Lost Time Rate**
 - Slips/Trips/Falls Campaign completed in November, Back Injury Campaign being Planned.
- **Supervisor Meetings**
 - No action - anticipate Green by end of Month
- **Supervisor Visits**
 - No action - anticipate Green by end of Month

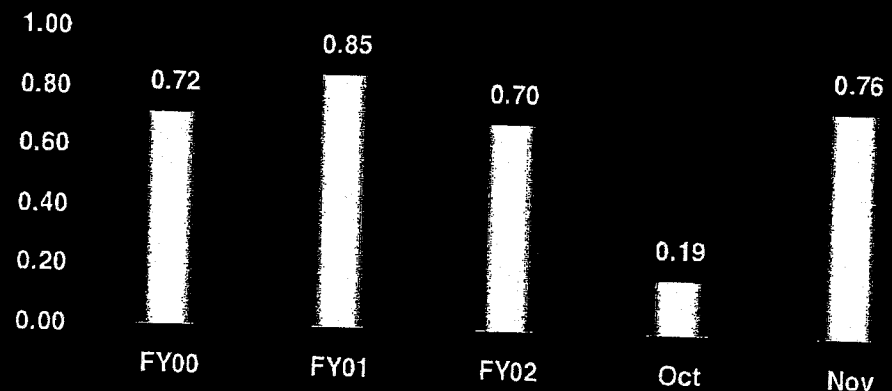
Team Metrics - Trailing Indicators (11-26-02)

Lower is Better!

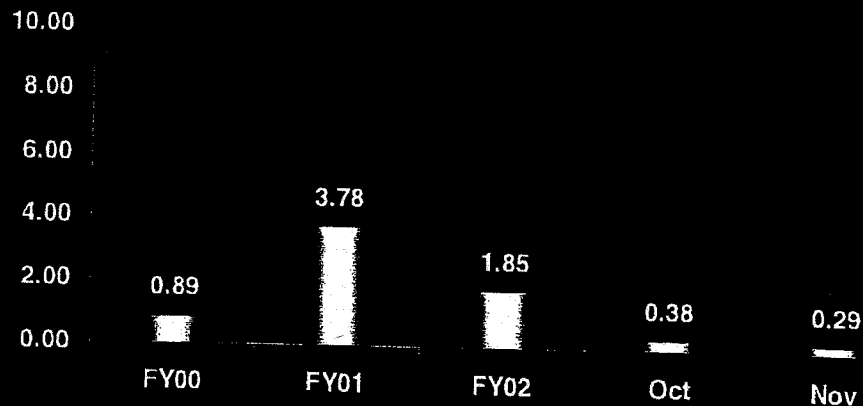
Lost-Time Rates



Recordable Rate



Severity Rate



Equipment & Property Damage





September Safety Meetings and Visits (11-26-02)

HONOR ROLL - 100% both Meetings & Visits

LS (12)

MP (12)

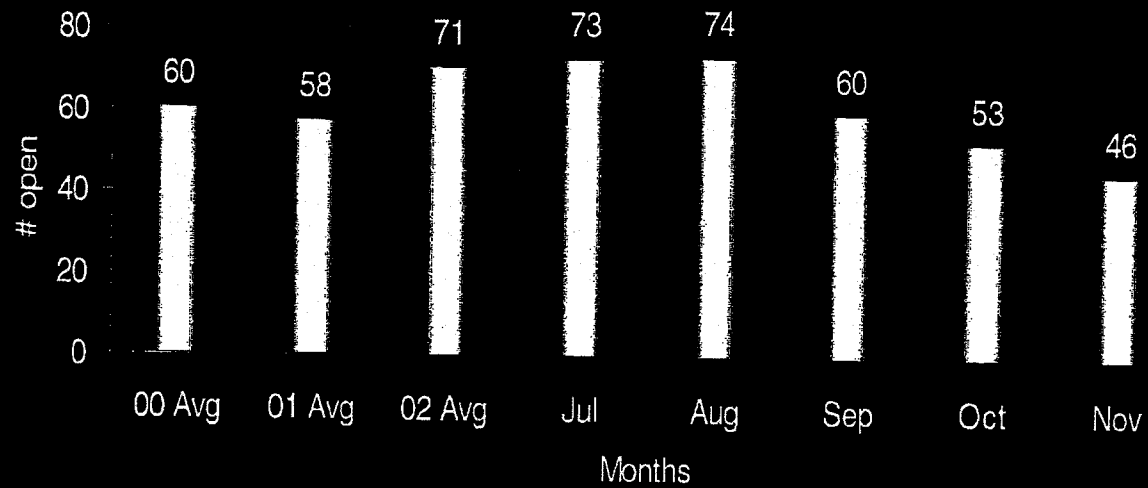
OS (11)

(Consecutive Months on Honor Roll)

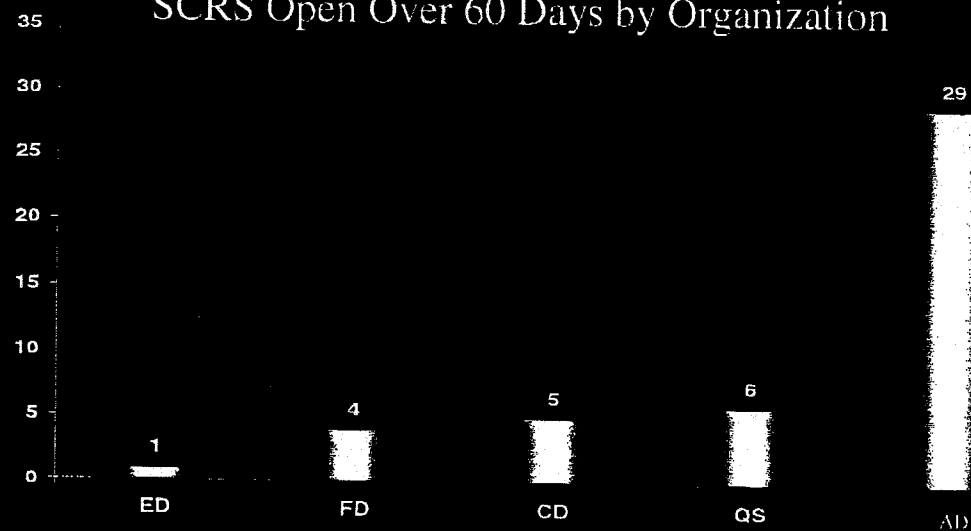
SHE Committee

SCRS Metrics

Number of SCRS Open over 60 Days

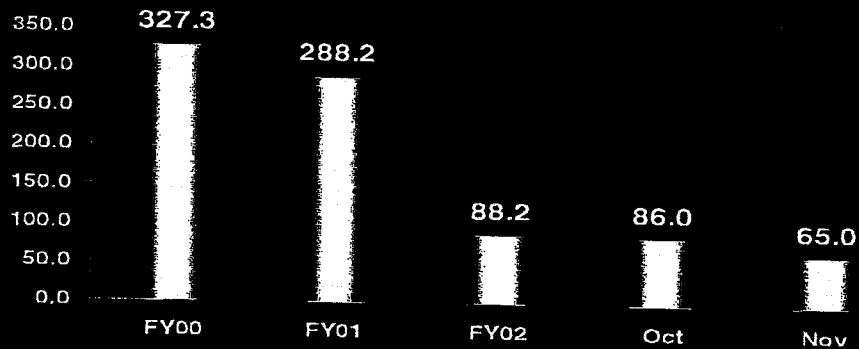


SCRS Open Over 60 Days by Organization

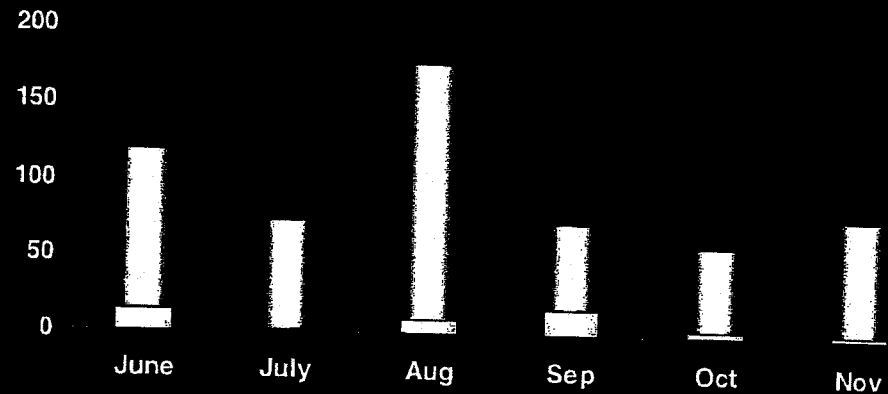


Team Metrics - Leading Indicators (11-26-02)

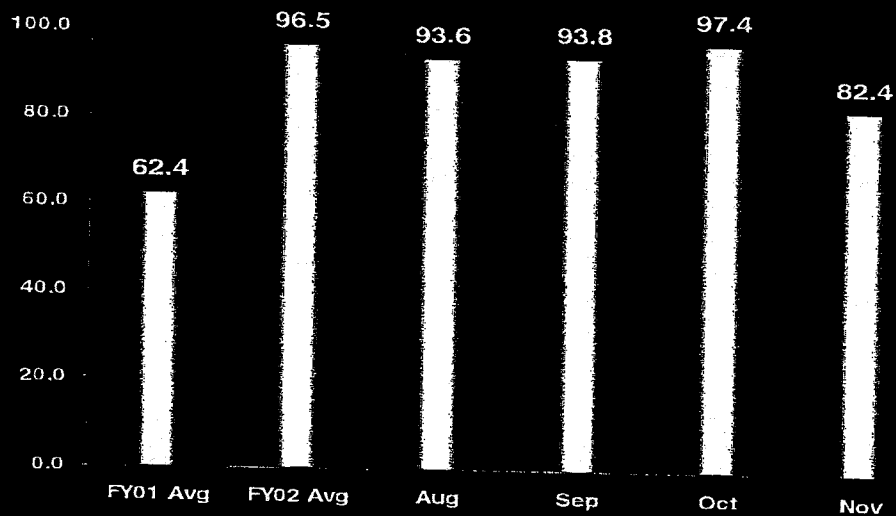
Employee Identified Concerns/Month



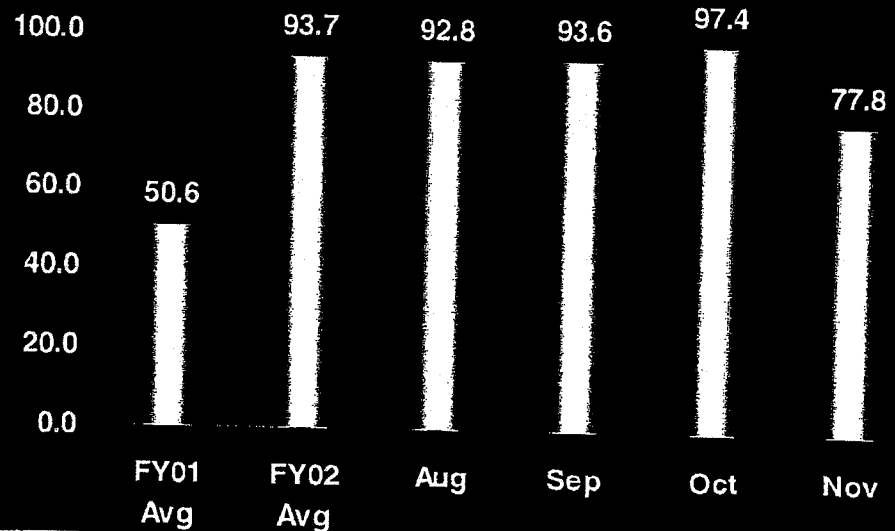
Late Corrective Actions



Supv. Safety Meetings - % Compl.



Supv. Safety Visits - % Compl.



HAZTRAK Finding Status (11-26-02)

AREA	2003	Open Findings	Abatement Plans	Late Last Month	Late
AD01	0	2	2	2	0
AD10	0	0	0	0	0
AD20	1	5	2	1	0
AD30	0	2	0	1	0
AD40	1	18	4	1	1
AD50	1	1	0	0	0
CD	0	4	0	4	1
ED	12	59	4	5	11
FD	4	26	0	5	18
MP	0	0	0	0	0
NSSTC	0	3	2	1	1
RS	0	1	0	1	1
SD	6	62	1	25	37
TD	10	55	38	11	6
Total	76*	238	53	57	76

Terminology

Open Findings - Findings that have not been Closed.

Abatement Plans – Approved interim hazard controls in place until finding can be corrected

Late – Findings open > 45 days with no Abatement Plan submitted, or Abatement Plan ECD has passed.

*Includes 40 Reopened Findings

NOTE: Greater than 20% late goes Red

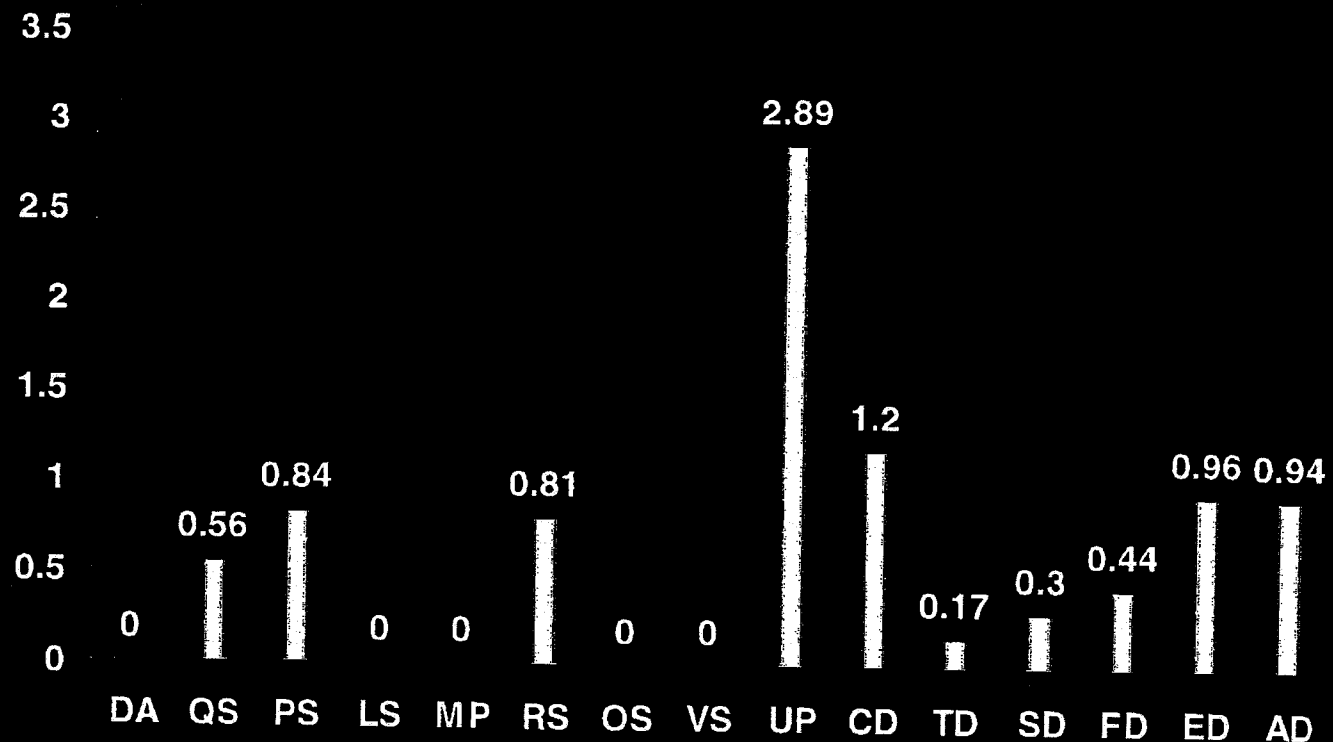
Mishaps - Corrective Action Closure (11-26-02)

Responsible Organization	Open Mishap Cases		Corrective Actions			
	Total	New	Total	New	Late last month	Late this month
AD01	11	0	6+	0	0+	0
CD01	2	2	4	4	0	2
ED01	5	0	11+	0	0	0
FD01						
LS01	0	0	0			
MP01						
OS01						
PS01						
QS01						
RS01	0	0	0	0	3	0
SD01	1	0	1	0	1	0
TD01	1	0	2	0	0	0
VS01						
UP01	0	0	0	0	0	0
Totals:	20	2	24+	4	4+	2

NOTE: Greater than 20% late goes Red

FY02 OSHA Recordable Rates by Organization (Includes Contractors)

Org.	Hours
DA	25,401
QS	358,283
PS	235,970
LS	25,462
MP	235,750
RS	245,642
OS	10,887
VS	43,018
UP	69,009
CD	498,068
TD	1,179,498
SD	660,624
FD	1,330,776
ED	2,485,514
AD	3,808,131





FY03 Lost-Time Mishaps (11-26-02)

**10/28/02 – Employee slipped and fell off sidewalk,
injuring right foot – Lost 2 days**

New Lost-Time Cases Since Last Meeting

**11/01/02 Employee strained lower back while lifting a
box - Lost 1 day with 3 restricted days**

☐ Slips/Trips/Falls

☒ Back Injury

☐ Other

SHE Committee Open Actions November 26, 2002

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN
SHE-02-007	Dennis Davis showed a sharp increase in the number of late HAZTRAK actions.	Axel Roth/DE01	Organizations with Late HAZTRAK Actions	Either close actions or provide new completion date with reason current date could not be bet.	08-28-02
SHE-02-013	A question was raised concerning availability of fire extinguisher training. The Fire Department and Cortez III are providing training but not sure if it being properly recorded.	Nance Jo Ogozalek/ED33	Training Sub-committee	Assure that fire extinguisher training attendance is being document by the Training Department.	10-02-02
SHE-02-014	The Laboratory Operations Sub-committee proposed that a checklist be developed for supervisors to assure temporary employees receive adequate safety training.	Nance Jo Ogozalek/ED33	Training Sub-Committee	Review proposal for a supervisor's checklist for temporary and new employees and submit recommendation to the SHE Committee.	10-02-02
SHE-02-015	Joyce Eagan reported that no-shows for medical appointments is very high.	Jim Carter/AD01	Wellness Sub-Committee	Investigate and provide recommendations to encouraged employees to keep medical appointments.	10-02-02
SHE-02-016	Nance Jo discussed SHE Subcommittee activities.	Nance Jo Ogozalek/ED33	Dave Spacek/QS50	Distribute mishaps and close call reports to the respective SHE Subcommittee.	10-16-02
SHE-02-019	Jamie Miernik/ERC proposed that the Center make May 2003 Transportation Safety Focus month with emphasis on bicycle riding.	Nance Jo Ogozalek/ED33	Communicati on Sub-Committee	Review proposal to make May 2003 Transportation Safety Focus month with emphasis on bicycle riding.	10-30-02